



BOARD REPORT

TO:**Chair and Directors****File No:** 5360 39 02**SUBJECT:**

Sicamous Landfill Design and Operation RFP Award

DESCRIPTION:

Report from Ben Van Nostrand, Team Leader, Environmental Health Services dated June 6, 2017.

Sicamous Landfill Design and Operation Plan Update RFP Award.

RECOMMENDATION**#1:**

THAT: the Board empower the authorized signatories to enter into an agreement with XCG Consulting Limited to update the Sicamous Landfill Design and Operation Plan for a total cost of \$32,555 plus applicable taxes.

SHORT SUMMARY:

A Request for Proposals (RFP) was released in May of 2017, inviting qualified consulting firms, with expertise in landfill design and operations, to complete a review and update of the Design and Operation Plan for the Sicamous landfill. Six proposals were received and evaluated.

VOTING:Unweighted
Corporate☐LGA Part 14
(Unweighted)☐Weighted
Corporate☒Stakeholder
(Weighted)☐**BACKGROUND:**

In order to ensure a landfill is being operated to current standards, the Ministry of Environment (MoE) recommends a Landfill Design and Operation Plan is updated every five years. In 2016, MoE updated and released a new landfill criteria document, which outlines new standards for landfill operations within BC. The existing Sicamous Landfill Design and Operation Plan is from 2006 and is overdue for a review.

A Landfill Design and Operation Update Request for Proposals (RFP) was released with a maximum budget of \$40,000. The following six submissions were received:

	Total Price (excluding taxes)
Golder Associates	\$30,945.00
XCG Consulting Ltd.	\$32,555.00
Tetra Tech	\$38,736.00
AECOM	\$39,735.00
GHD Ltd.	\$39,882.00
AE Associated	\$39,920.00

The submissions were evaluated by an evaluation team using the criteria as outlined in the RFP documents. Although Golder Associates was the lowest cost submission, the highest and best evaluation was given to XCG Consulting Ltd.

XCG Consulting Ltd. has worked with the CSRD on other solid waste projects in the past. In 2012, they completed the Solid Waste Management - Alternative Disposal Strategy report and in 2016, they completed the Solid Waste Management – System Costs Analysis report. The CSRD has been impressed with the quality of the reports produced by XCG Consulting Ltd. to date and given the value contained within their proposal to update the Sicamous Design and Operation Plan, staff recommends the contract be awarded to XCG Consulting Ltd.

POLICY:

CSRD Purchasing Policy No. F-32, "Procurement of Goods and Services", requires Board authorization when the lowest cost submission is not recommended.

FINANCIAL:

The Board has authorized the expenditure of up to \$50,000 from the 2017 Solid Waste Management Budget (219). The RFP to update the Sicamous Landfill Design and Operation Plan was released with a maximum budget of \$40,000. The difference of \$10,000 is to allow for unplanned contingencies.

KEY ISSUES/CONCEPTS:

To ensure that CSRD landfills are operating in accordance with the most current requirements and standards.

IMPLEMENTATION:

A contract will be drafted for the successful proponent upon Board approval.

COMMUNICATIONS:

All proponents will be notified of the Board's decision.

DESIRED OUTCOMES:

The Board approve staff's recommendation.

BOARD'S OPTIONS:

1. *Endorse the Recommendation.*
2. *Deny the Recommendation.*
3. *Defer.*
4. *Any other action deemed appropriate by the Board.*

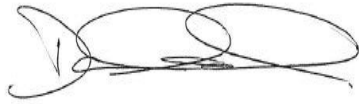
LIST NAME OF REPORT(S) / DOCUMENT(S) AVAILABLE FROM STAFF:

1. Request for Proposal submissions.

Report Approval Details

Document Title:	Sicamous Landfill Design and Operation Plan Update RFP Award.docx
Attachments:	
Final Approval Date:	Jun 7, 2017

This report and all of its attachments were approved and signed as outlined below:



Darcy Mooney - Jun 6, 2017 - 3:28 PM



Jodi Pierce - Jun 6, 2017 - 4:10 PM

No Signature - Task assigned to Lynda Shykora was completed by assistant Emily Johnson

Lynda Shykora - Jun 6, 2017 - 4:18 PM



Charles Hamilton - Jun 7, 2017 - 8:22 AM